



**Interfraternity Council
2021 Executive Board Application**

If you have any questions, feel free to contact the IFC President, Thomas Evans at evanstm@warhawks.ulm.edu

Interfraternity Council Executive Board Application

Thank you for your interest in applying for an executive position on the University of Louisiana Monroe IFC Executive Board. Please complete the following and attach any additional information that is requested. Any questions should be directed to the current IFC President. **Applications are due (completed and signed) by Friday, October 30, 2020 in the Greek Advisor's Office (Student Center 257) by 11:30am.**

Name:	Organization:
Year In School:	Year Initiated into Organization:
Major/Minor:	Phone Number:
Email:	Cumulative GPA:

Application Timeline

- **October 30**: Applications are due by 11:30am to the Greek Advisor's Office, Student Center 257.
- **November 1**: A compiled list of applicants will be emailed to each chapter president to review before elections.
- **November 9**: Candidates will give speeches and elections will be held.

Please indicate which office(s) you wish to apply by placing a check mark next to the appropriate space. Please refer to the IFC Constitution for more details on each office's responsibilities and duties (see excerpt below). Candidates must submit an application for each respective position they are applying for. If you are applying for more than one position, please rank them in numerical order, 1 being most desired. All candidates must be present during IFC elections. All terms of office run from January 1st to December 31st.

President

Vice President of Judicial Affairs

Vice President of Recruitment

Vice President of Finance

Vice President of Scholarship

Vice President of Member Development

Vice President Community Relations

Please keep the following dates available: Elections – **Monday, November 9th at 5 pm.** You must attend elections to be eligible for a position on the IFC Executive Board.

_____ **(Please Initial)** I authorize the Interfraternity Council to verify my cumulative GPA. I understand that if slated, my cumulative GPA will be included in the slated materials provided to the executive board.

Requirements:

- Be an Active Member or New Member, in good standing, of a Member Fraternity.
- Maintain good academic standing with the University of Louisiana Monroe by maintaining at least a **2.7 cumulative GPA.**
- Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- Have a working knowledge of the IFC Constitution and Bylaws, the University of Louisiana Monroe policies, NIC Standards, and FIPG risk management policies.

If you are applying for the position of **Vice President of Recruitment**, please complete the following checklist:

___ (Y/N) I will be in the Monroe Area during the summer

Questions:

Please answer the following questions and submit any additional information you would like to include in a Word/PDF document. Any application that cannot be read, will be thrown out.

- 1) Please list some ideas you have for the office(s) you are applying for:

- 2) What position(s) do you currently hold in your organization? List the duties associated with each position you hold.

- 3) What is your idea of the ideal IFC community?

- 4) What time commitments will you have in Spring/Fall 2021? About how much time will each activity take up?

- 5) What is the main issue Greeks are facing today?

Certification, Qualification, and Time Commitment:

_____ **(Please initial)** I certify that all information contained in this application is true and written solely by me. Furthermore, I have carefully read the requirements of being a member of the Interfraternity Council Executive Board, and certify that I am eligible and would fulfill the duties of the position(s) for which I am applying.

By submitting my application, I agree to adhere to the following expectations:

- Support the mission, values and vision of the University of Louisiana Monroe, Fraternity and Sorority Life, and the Interfraternity Council at ULM.
- Attend all IFC General Meetings, IFC Executive Meetings, IFC Delegates Meetings, Conferences, events and activities.
- Complete all officer-related expectations from the Constitution and Bylaws that are assigned.
- Serve a term of office that runs January 1, 2021 - December 31, 2021.

Signature: _____ Date: _____

Interfraternity Council Executive Board Positions and Duties

The President:

- Provide guidance and focus to the efforts of the General Body and Executive Committee.
- Preside over all meetings of the General Body and Executive Committee.
- Cast the final vote in the event of a tie.
- Build rapport and establish positive working relationships between IFC and Member Fraternity Leaders
- Serve as the official spokesperson for the fraternity community.
- Establish positive working relationships with campus and local law enforcement agencies.
- Regularly interact with the leaders of other governing councils and campus organizations.
- Establish a working relationship with key college administrators.
- Establish a working relationship with and communicate campus date, issues, and trends in a timely manner to the NIC.
- Maintain current information for accurate Member Fraternity rosters.

Vice President of Judicial Affairs:

- Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
 - The IFC Constitution, Bylaws, and policies;
 - Federal, state, and local laws;
 - The rules and regulations of the University of Louisiana Monroe; and
 - The general values-based conduct of fraternity men.
- Ensure proper filing and preparation for all judicial actions.
- Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- Assist in conflict mediation between Member Fraternities.
- Review all IFC governance documents, at least annually.

Vice President of Recruitment:

- Serve as chair of the IFC Recruitment Committee.
- Utilize technology (Facebook, Instagram, Twitter, etc.) in recruitment and marketing efforts.
- Produce and distribute promotional materials to all incoming students and unaffiliated students.
- Develop recruitment workshops and programs for Member Fraternities.
- Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- Maintain an interest list of Potential New Members.
- Collect and maintain accurate New Member Rosters for each Member Fraternity.
- Provide advice and support to Member Fraternity recruitment officers.
- Coordinate recruitment activities with the ULM Greek Advisor.

Vice President of Communications:

- The VP of Communications will be the official recorder of the IFC.
- The VP of Communications shall be responsible for all IFC correspondence and clerical duties.
- The VP of Communications is responsible for copying and distributing all minutes of IFC General Council meetings and any public documents of the IFC.
- The IFC VP of Communications shall compile and distribute an accurate and complete summer information list of all IFC Executive Board members, Chapter Presidents, IFC and Pan-Hellenic Recruitment Chairs, members of the IFC Recruitment Committee, Chapter Recruitment Chairs, and the ULM Greek Advisor.
- The VP of Communications shall be responsible for keeping and preserving a permanent record of the activities of the IFC including judicial rulings.

Vice President of Finance:

- Serve as chair of the IFC Finance Committee.
- Supervise the annual budget process.
- Collect IFC Member Fraternity dues or other assessments as needed.
- Maintain accurate records throughout the year through invoicing and receipts.
- Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- Make all disbursements with a cosigner.
- Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
- Make bank deposits when necessary and in a timely manner.
- Provide advice and support to Member Fraternity financial officers.

Vice President of Scholarship:

- Coordinate a scholarship chair orientation program for Member Fraternities.
- Publish important academic dates and deadlines.
- Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- Work individually with member fraternity scholarship chairs below the all men's grade point average.
- Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- Provide advice and support to Member Fraternity scholarship officers.

Vice President of Member Development:

- Develop best practices for new member and member education programs for Member Fraternities.
- Collect and report new member retention, academic, and involvement statistics.
- Organize, develop, and implement a new member orientation program.
- Develop opportunities for continuing member education by collaborating with alumni, the University of Louisiana Monroe offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
- Provide advice and support to Member Fraternity member development officers.
- Provide information to the ULM Greek Advisor about the member development programs that will take place within the IFC Member Fraternities.

Vice President of Community Relations:

- Serve as secretary of the IFC General Body.
- Develop and execute a public relations and social media strategy.
- Develop service projects and philanthropic events for Member Fraternities.
- Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- Collect and disseminate information on the fraternity community to all campus and community media sources.
- Keep the media informed on upcoming events or potential news.
- Establish a positive working relationship with external constituents.
- Assist in the development of various IFC publications and outreach programs.
- Provide advice and support to Member Fraternity community service/philanthropy officers.